

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
November 2, 2021

Present:

Board Members Present

Joseph H. Secrist, President	(R)
Walter Black	(D)
Richard B. Bulman	(R)
Wadella Thomas	(R)
Susan MacKinnon	(D)

A special meeting of the Talbot County Board of Elections was held on November 2, 2021 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:32 a.m. Mr. Secrist noted that a quorum was present.

Election Director Position

Material for use by the Board regarding the selection of the next Election Director had previously been sent by email to Board members. Mr. Secrist also provided printed copies of the material to the Members at the meeting. First to be considered was the Position Description (form MS-22) for the Election Director. The Board proceeded to discuss a draft form of the Position Description prepared by Mr. Bulman. Following a complete discussion of each part of the Position Description, Ms. MacKinnon moved approval of the Position Description with the modifications to the draft as agreed upon. Ms. Thomas seconded the motion. It passed unanimously. A copy of the approved Position Description as approved is attached.

Interview Panel

The selection process involves the interview of candidates by a panel selected by the Board. Efforts were made to seek guidance by telephone on the selection requirements but were unsuccessful. Based on input from Board Members who participated in the selection of the current Election Director, the Board discussed possible panel members. Following this discussion, Mr. Black moved that the Board select Ms. MacKinnon, Mr. Black, Mr. Bulman and Ms. Patricia Jackson (Election Director of the Worcester County Board of Elections), if she is available and agreeable to serve, to serve on the interview panel. Ms. Thomas seconded the motion. It passed unanimously.

Mr. Secrist advised the Board that the conference room is available for certain dates in November. After consulting their individual calendars, the consensus of the Board Members was to reserve the conference room on November 19, 23 and 30 for use in interviewing candidates.

Interview Questions

Suggested interview questions prepared by the state board staff were provided to the Board Members to consider. Members were asked to review the questions and share feedback on them with each other via email. Mr. Secrist will collect the responses and place this item for discussion at the next regular meeting of the Board. Mr. Bulman noted that he had prepared some supplemental questions to consider which he will share with the other Board Members.

Closed Session

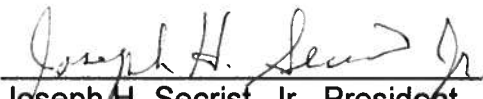
Mr. Black moved that the Board go into closed session for the purpose of discussing personnel matters that affect one or more specific individuals as permitted under General Provisions Art. 3-305(b) (1). Ms. Thomas seconded the motion. It passed unanimously. Whereupon the Board went into closed session at 11:37 a.m.

At 1:27 p.m. the Board returned to open session. President Secrist reported that the Board took action to select candidates to interview for the position of Election Director and received an update regarding personnel filings by an employee. The Board approved the minutes of the Closed Meeting of October 20, 2021.


Adjournment

Mr. Black moved adjournment of the meeting. Ms. MacKinnon seconded the motion. It passed unanimously. The meeting adjourned at 135 p.m.

Attested,


Joseph H. Secrist, Jr., President

Respectfully submitted,


Richard B. Bulman, Secretary

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 West Preston Street
Baltimore, Maryland 21201**

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN - 093261	2. CLASS CODE/GRADE – 1494 / 19
3. SERVICE – Skilled Service	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? No
5. OVERTIME STATUS- Not Eligible	6. AGENCY APPROPRIATION CODE 230901

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable	VACANT
8. Class Title	Election Director I
Working Title, if different	
9. Department or Agency Name	State Board of Elections
Division, Unit or Section	Talbot County Board of Elections
10. Work Location/Address	215 Bay Street, Suite 7, Easton, MD 21601
11. Name of Immediate Supervisor	Joseph Secrist
Title of Immediate Supervisor	Board President
12. Work Schedule: (Check all that apply)	
<input checked="" type="checkbox"/> Permanent Day Shift	<input type="checkbox"/> Rotating Shift
<input type="checkbox"/> Permanent Evening Shift	<input checked="" type="checkbox"/> Full Time
<input type="checkbox"/> Permanent Night Shift	<input type="checkbox"/> Part Time
<input type="checkbox"/> Other (Explain)	

13. If applicable, how long has the current employee been performing the duties listed below?

PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

1. MAIN PURPOSE OF THE JOB: Briefly describe the main purpose of this position and how it related to the mission of the agency. The Election Director supervises and performs all responsibilities in a timely manner, in accordance with Registration and Election Laws and the Code of Maryland, the Maryland Constitution, Miscellaneous Maryland Laws, and the Code of Maryland Regulations, Title 06 & Title 14, as well as rules, regulations and administrative directives promulgated by the State Board of Elections and the Talbot County Board of Elections, to ensure that every citizen is afforded the opportunity to exercise their constitutional right to vote and guarantee the efficiency, accuracy and candor of all elections held within the Director's jurisdiction. The Director plans, organizes and implements actions necessary to conduct elections within Talbot County (except municipal elections) consistent with State Law and Board policies. Employee may be required to work evenings and weekends.

2. ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% of Time and/or Weight of Importance	Job Duty
50%	<u>Manages, supervises, plans, develops, administers and performs</u> the fiscal, management and general activities of the office of the Talbot County Board of Elections in a clear and concise manner in accordance with all Federal, State and local laws, regulations and statutes. This includes filing canvas reports and minutes with SBE, and canvas reports with the Governor's office and the local Clerk of the Court.
5%	<u>Demonstrates</u> the ability to analyze, make decisions and make recommendations concerning complex and sensitive issues by performing with independent judgement within established policies of the Board of Elections. <u>Directs</u> the dissemination of information pertaining to election policies,

5%	procedures, laws and regulations to the general public, candidates, political parties and attends meetings held throughout the State.
10%	<u>Asserts</u> a high level of interpersonal skills to develop and maintain effective working relationships with members of the Board, elected officials at the Federal, State and local levels, as well as subordinates, election judges, vendors and coworkers.
5%	<u>Demonstrates</u> the ability to originate, coordinate and implement computer equipment to its maximum potential
10%	<u>Supervises</u> , directly or through subordinates, election office staff, volunteers and election judges in their performance of election duties and responsibilities.
5%	<u>Directs</u> the preparation, maintenance and implementation of the approved budget and the procedures for all operational, statistical and specialized records and reports.
5%	<u>Implements</u> any changes in the law that effects the daily work routine and/or change procedures.
5%	<u>Provides</u> clear and concise written and oral reports to the members of the Talbot County Board of Elections

3. **LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:** List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

State Board of Elections - Assistance, guidance giving/receiving information to complete the electoral process efficiently and accurately. SBE is also contacted regarding personnel, payroll, insurance coverage and regulations. This agency is contacted by phone, e-mail, in writing or in person. They are contacted OFTEN.

Board Members - Called upon to make decisions not authorized to be made by Director, for general information, agenda for meetings, and to remind about monthly meetings. Contact is made by phone, email, in writing or in person OCCASIONALLY.

Subordinates – Provide supervision, direction, coaching and guidance. These contacts are made DAILY.

Election Judges – Prior to and during an election, provide training, work assignments, direction and guidance to these temporary employees. Contact is OFTEN during training and election days.

County Officials - All communication concerning payroll, budget, expenditures and any

inquiries pertaining to election related matters. These contacts are made either in writing by phone, email or in person. They are contacted FREQUENTLY.

Post Office - Inquiries concerning correct addresses of registrants. These contacts are made by phone, email or in person. They are contacted FREQUENTLY.

Board of Education - Concerning dates of elections, requests permission to use certain school facilities as polling places. Individual schools are contacted concerning voter registration programs. These contacts are made either in writing, email, in person or by phone. They are contacted OCCASIONALLY.

Clerk Of Court - Certify voter registration figures for jury duty. Contact is made in writing OCCASIONALLY.

News Media - Concerning candidate filings, election deadlines, registration figures, election results and general information. These contacts are made either by phone, email, in writing or in person OFTEN.

Candidates - Concerning filings for an office, campaign fund reports and general information. Contact is made either in writing, by phone/email or in person OCCASIONALLY.

Elected Officials - Concerning election results, campaign funds, campaign fund reports, and general information. Contacts are made in writing, by phone/email or in person OCCASIONALLY.

Municipalities - Concerning Universal Registration, municipal elections and materials. Contacts are made in writing, by phone or in person, typically annually.

Public - Concerning registration, cancellation, changes, deletions, congressional district, information on how to file as a candidate, names of officials, election results, legislative district and general information. These contacts are made OFTEN, mostly by phone or email, but additionally, by publication on the local board's webpage.

Other Counties - Clarification of procedures used to carry out the complex provisions of the electoral process; performing audits of those procedures; and inquiries about voters previously registered in their county; and performing audits. Most contacts are made by phone or email. These contacts are made OFTEN.

Election Board Attorney - Concerning interpretation of the law, legal matter concerning Elections, personnel or contract matters. Contact is made by phone, by email, in writing or in person. These contacts are made OCCASIONALLY.

Vendors - Concerning the purchase of supplies, printing, election material, and voting equipment. Contact is usually made in person or by telephone OFTEN.

Central Committees – Update registration figures, membership records, and candidate Contact information. Contacts are made in writing, by phone, email, or in person, typically ANNUALLY.

Planning and Zoning - Request information regarding any changes to streets or roads within the county. Contact if wrong District/Precinct has been assigned to property records. These contacts are made OCCASIONALLY by phone, by email or in person.

4. DECISIONS AND RECOMMENDATIONS: List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

In accordance with the directions of the local election board, determines the level of election services and resource requirements necessary to provide administrative and clerical support for the conduct of local, State and federal elections, the registration of new voters and the maintenance of the official voter registry.

In accordance with the directions of the local election board, decides which programs to implement in order to promote the enhancement of technical and fiscal effectiveness in the election office.

In accordance with the directions of the local election board, decides the delegation of all work assignments and the method of training for Board employees, including technical, clerical and temporary personnel and then initiates a daily and long-term plan of action.

Authorizes staff leave, conducts maintenance of time sheets and monitors sick leave for all eligible Board employees.

Reviews proposed federal, State and local legislation to determine its impact upon the conduct of elections and daily workflow.

5. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g. personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Knowledge of computers and software programs to enhance the operation of the office, together with knowledge of how to make entries into an election program and database selected by the State Election Board as well as the following equipment.

Typewriter	Photocopy machine
Telephone	Voting Machines
Time clock	Postage machine
Mechanized filing system	Computer Printer
Calculator	Fax Machine

Examples of software include internet software utilized by the State Board; software utilized to make updates to the Board's website; the entire Microsoft Office suite; Google Sheets; and Google Docs.

6. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See instructions Part II, Item 6 for definition of terms.

- ☐ Close Supervision
- ☐ Moderate Supervision
- ☐ General Supervision
- ☒ Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

- ☐ Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)
- ☐ Work involves exposure to hazardous conditions which may result in injury. (Explain)
- ☒ Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain) Some equipment and materials may exceed 50 pounds.
- ☒ Work requires use of protective equipment such as goggles, gloves, mask, etc. (Explain). Position requires fingerprinting due to the secure nature of election equipment. COVID 19 protective equipment may be required.

PART III RESPONSIBILITIES FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of other, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates worker, is available for immediate assistance or review and performs the work of the classification.

a) Does this position supervise employees? ☒ Yes ☐ No

b) Does this position lead employees? ☒ Yes ☐ No

If yes, to a or b, list the names and classifications of the employees that this position supervises or leads.

Monae Butler Election Program - Assistant II

Tamara Stafford – Election Program Trainee

Fred Gleocker – Election Program IT Specialist II

c) Check the ways that this position supervises or leads these employees. (check all that apply).

- ☒ Assigns and reviews work
- ☒ Approve leave, sign time card
- ☒ Sign annual performance ratings
- ☒ Interview & select new employees
- ☒ Train employees
- ☒ Discipline employees (counsel, recommend suspension & termination) Do any of the employees supervised have supervisory responsibility? NO If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

PART IV PERFORMANCE STANDARDS

PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

Demonstrates a working knowledge of Registration & Election Laws of Maryland, the Maryland Code, federal, State and local laws, in conjunction with Board policy leaving no margin for error.

Performs all duties in a timely manner and in accordance with the Talbot County Board of Election Bylaws as approved by the SBE.

Coordinates and establishes priorities in order to meet the demanding schedule of mandated deadlines ensuring the satisfaction of legal obligations.

Effectively provides vital information in a timely fashion which assists the Board in making policy decisions.

Promotes programs that will enhance the technical and fiscal effectiveness of the Election Office to ensure the efficient flow of performance throughout the agency, achieving the intricate

electoral procedures necessary to conduct elections and maintain an impeccable voter registration system.

Responsibly performs requirements in directing the preparation of statistical and specialized reports.

Exhibits knowledge and comprehension of personnel standards in order to assess employees adequately when completing the annual written performance appraisals.

Reveals extensive knowledge of the principles and practices of public administration, including personnel management budgetary and financial management and contract administration.

Displays extensive knowledge of federal, State and local election laws, regulations and statutes as well as the HAVA Act.

Effectively represents the Board of Elections on policy matter and controversial questions on public and official occasions.

Motivates employees to generate maximum performance.

PART V SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date

FOR POSITIONS DESIGNATED AS A POLITICAL SPECIAL APPOINTMENT POSITION ONLY

This is to certify that I understand that this has been designated as a special appointment position which may be filled with regard to my political affiliation, belief or opinion. I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing

authority and can be terminated for any reason; including my political affiliation, belief or opinion, that is not illegal or unconstitutional.

Employee's Signature

Date

FOR OTHER SPECIAL APPOINTMENT and MANAGEMENT SERVICE POSITIONS ONLY

This is to certify that I understand that this is a special appointment or management service position and I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing authority and can be terminated for any reason that is not illegal or unconstitutional.

Employee's Signature

Date

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

- 1. Recorded vote to close the meeting:** Date: November 2, 2021; Time: 11:37 AM;
Location: Conference Room 1, 215 Bay Street, Easton, MD. 21601;
Motion to close meeting made by: Walter Black; Seconded by Wadella Thomas;
Members in favor: Black, Bulman, Thomas, Secrist, MacKinnon; Opposed: None; Abstaining:
None; Absent: None.

- 2. Statutory authority to close session (check all provisions that apply).
This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(1) X "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)___ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)___ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)___ "To consider the investment of public funds"; (6)___ "To consider the marketing of public securities"; (7)___ "To consult with counsel to obtain legal advice"; (8)___ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)___ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12)___ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)___ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15)___ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Select Candidates	Discussion of applications for Election Director position
§3-305(b) (1)	Employee Appeal	Update Board on date for appeal before DBM
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

4. This statement is made by Joseph Secrist, Presiding Officer.

Joseph Secrist Jr.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:

Time of closed session: _____

Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____

- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____